

4 January 1955

MEMORANDUM FOR: Chief, Records Management Division, Management Staff

VIA: FI/Admin
Chief, FI
DD/P-Admin

SUBJECT: Space Requirements of DD/P for Storage of
Inactive Records in New Records Center

1. Reference is made to your memorandum dated 31 December 1954,
Subject as above.

2. Any DD/P submissions to the new records center will be contin-
gent upon DD/P being given a secure area in the Records Center under
DD/P control and serviced by RI personnel. (This requirement is based
upon the necessity for operational security as provided in precedent
set by RI/Archives and the DD/P Vital Materials vault.)

3. When ready for occupancy, DD/P will have approximately 525
cubic feet of material for submission; 25 cubic feet from Rosalyn
and 500 from RI/AR.

4. A five (5) year estimate of space required would be 4,000 to
5,000 cubic feet. It is anticipated that one of the presently planned
areas of approximately 2,847 square feet would be adequate for DD/P
needs.

5. RI will furnish archives boxes for the transfer and storage of
material involved in this move.

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Encl. (1)
Memo dated 31 December 1954

~~SECRET~~

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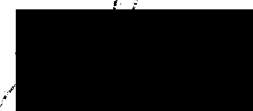
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